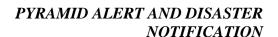
BY ORDER OF THECOMMANDER **30TH SPACE WING**

30TH SPACE WING INSTRUCTION 10-105 *30 NOVEMBER 1998*

Operations





COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes procedures for alerting and recalling personnel in the event of national emergencies or other contingencies as directed by critical key personnel. Recalls may be necessary to support war plans, periods of increased readiness, emergencies, or disaster situations. This instruction applies to all military personnel, key civilian personnel identified on the Civilian Control Roster, and all tenant units located at Vandenberg AFB. Attachment 1 explains glossary and terms used in this publication. Attachment 2 is Pyramid Alert Notifications, Attachment 3 is General Recall Roster Instructions, Attachment 4 is the Pyramid Alert Recall Procedures, Attachment 5 is a Secondary Crash Net (SCN) Chart, Attachment 6 explains the Secondary Crash Net (SCN) Procedures, Attachment 7 - Attachment 15 are the SCN Alert Message Formats and Attachment 16 - Attachment 24 are the SCN Alert Exercise Formats.

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SUMMARY OF REVISIONS

The revision of this publication is to meet the format standards required by the Air Force. No content material has changed. Some required format changes, and paragraph renumbering have been made to allow for the conversion process.

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1. Responsibilities. 30th Space Wing Command Post (30 SW/CP) is responsible for the overall operation of the pyramid alert system. Unit commanders/staff agency chiefs appoint pyramid heads for the notification of personnel. Unit Control Centers (UCC) are responsible for recording and reporting personnel strength to the Personnel Control Center (PCC). The PCC is responsible for reporting personnel strength to the Contingency Support Staff (CSS). The 30 SW Public Affairs (PA) is responsible for radio/ television broadcasting of alert notification messages.

2. Personnel Alerting:

- 2.1. Covert Recall. Recalls personnel as quickly as possible without giving public notice and minimizes actions which might alarm the general public.
 - 2.1.1. Personnel are normally notified by means of the pyramid alert phone system. If the alert phone system is inoperable or when directed runners may be used.
 - 2.1.2. Issue press releases only as directed.
 - 2.1.3. Press releases will be made through the 30 SW PA office only.
- 2.2. Overt Method. Initiate unit plans using the fastest means available for emergency notification of personnel, e.g., phone, radio, television, public address equipped vehicles, etc.

- 2.2.1. In the event an emergency alert is directed, the CP will notify the 30 SFS Law Enforcement Desk Sergeant. Unless already in an emergency response mode, Law Enforcement will:
 - 2.2.1.1. Send public address equipped vehicles through the housing areas, the North Vandenberg industrial area, and the South Vandenberg industrial area. The vehicles will drive slowly and will continually broadcast the alert announcement until directed by the SFS commander to terminate actions.
 - 2.2.1.2. Command Post Controllers will notify all occupied remote facilities using Vandenberg Integrated Communication Telephonic Evacuation Routes (VICTER) system.
 - 2.2.1.3. The CP notifies 30 SW/PA of the emergency recall. PA will notify radio and television stations that a recall of personnel has begun at VAFB and asks them to broadcast an alert notification message.
- **2.3. Test.** Used to test the effectiveness of an organization's telephone recall procedures. The recall roster is completed in its entirety by telephone and the last person contacted notes the time of notification. This determines the "total time" for the recall. This time will be provided to the unit orderly room on the first duty day after the test. All assigned personnel will be contacted except those personnel on leave or on Temporary Duty, including, in duty status subject to recall. *Personnel do not report to duty*.

3. Pyramid Alerting Responsibilities:

- 3.1. Command Post. The CP will notify the first level agencies specified in **Attachment 2**. The CP controller(s) will make no more than 20 notifications to prevent a delay in the notification process. UCCs should not be tasked to make more than 10 pyramid alert notifications.
- 3.2. Pyramid alerting contained in **Attachment 2** will occur only after key unit and emergency taskings are accomplished.
- 3.3. Unit Commander's Responsibility (also referred to as pyramid heads). Each commander prepares an alert/recall roster for use when normal communications are available, and, if required, a separate communications-out procedures roster. All persons tasked to make alert notifications must possess on their person a current rosters at all times. The front of all rosters must show, as a minimum, the name of the parent organization and the section, the CP telephone number, 734-8232 ext 6-9961, and the date the roster was prepared. All units are required to send a copy of their most current recall roster to 30 SW/CP, 747 Nebraska Ave., Suite #3, Vandenberg AFB, CA, 93437 (bldg #10577, room 204) or to the CP E-Mail Address 30SWCP@VAFB3.VAFB.AF.MIL. To facilitate an orderly telephone alert/recall, rosters should be organized in a logical sequence with the key personnel, including individuals who collect and report recall status, notified first. Whenever possible, consolidate individual small offices into a broader system to increase the speed of notifications. Attachment 2 includes an example of a telephone pyramid alert/recall roster. NOTE: The preparation of separate rosters for communications outage alert/recall is at the discretion of the section commanders.
 - 3.3.1. When a Pyramid recall is directed after the battle staff is activated, the battle staff members will initiate the recall for their individual units and report to the CSS team chief when this action is complete.
- 3.4. Print the pyramid alert recall procedures (**Attachment 4**) on the back of the rosters. Review rosters at least monthly and revise when necessary.

- 3.5. Each pyramid head must send a copy of its recall roster to each agency above it in the pyramid.
- 3.6. Units supporting task forces must ensure task force personnel are included in their alert notification system.
- 3.7. Staff agency chiefs and unit commanders must be familiar with the 30 SW operational plans or current situations that require alert notifications and/or recall. Unit personnel should be trained on their duties during recall exercises. Make long distance, toll-free alert notification calls from the base administrative phone switchboard only. Call the base operator and state, "This is a pyramid alert" and give the area code and phone number desired.
- 3.8. Start or End Alerts/Exercises. To start or end all alerts/exercises, use pyramid alert procedures. Each pyramid head should run their pyramid alert to ensure all personnel know when alerts/exercises end.
- 3.9. Associated Alert Procedures. While pyramid alert procedures are normally associated with recall, standby, or evacuation activity, they may also be used to disseminate time-critical instructions and notifications of any nature deemed appropriate by the 30th Space Wing Commander (30 SW/CC). Each level of the pyramid must copy and relay special notifications completely and correctly.
- 3.10. Battle Staff Only Recall. (Alert Notification #3): Commanders and agency chiefs will devise a method of recalling primary and alternate battle staff members, to include CSS personnel, only when directed by 30 SW/CC. The CP will notify pyramid heads in accordance with **Attachment 2**. This is **NOT** a pyramid alert recall/notification.

4. Alerts:

- **4.1.** A lert Notifications. The CP will initiate alert notifications by phone, radio, or individual runner(s). Initial notifications are normally made in accordance with **Attachment 2**. Personnel will be asked to reference the appropriate alert message format as described in **Attachment 4**.
- 4.2. Response. Personnel will respond in accordance with the notification provided. Unit commanders and supervisors must ensure proper response. Unit commanders and supervisors may exercise discretion when shift workers are involved or when other circumstances preclude contacting/having personnel report.

4.3. Pyramid Recall Actions:

- 4.3.1. All personnel will report to their duty section in their duty uniform. The first person to arrive starts a sign-in roster to log the time as each person reports to duty. Report strength to UCC/ orderly room.
- 4.3.2. Activate the PCC and UCCs for strength reporting (for Pyramid Alert Notifications 1 & 2 and when specifically directed by 30 SW/CP for Pyramid Alert Notification 4).
 - 4.3.2.1. When activated, the UCCs will provide strength reports to the PCC no later than recall hour plus 1 hour 15 minutes, 3 hours 15 minutes, and 12 hours or until 100 percent accountability is achieved. The PCC will forward strength reports to the CSS at recall hour plus 1 hour 30 minutes, 3 hour 30 minutes, and 12 hours, thereafter, until 100 percent accountability is achieved base-wide.

- 4.3.3. Primary and alternate battle staff members report to the CP. This includes the on-call members of the CSS.
- 4.4. Alert Sirens. Sirens warn people of an impending attack or an imminent peacetime emergency. Standard siren signals are defined in AFI 32-4001, *Disaster Preparedness Planning and Operations*. Units respond as directed in 30 SW OPLAN 32-1, *Disaster Preparedness Operations Plan*. The CP tests the alert sirens every Friday at 1200 local. The CP coordinates with 30 SFS Law Enforcement Desk Sergeant and facilities close to the sirens in advance so patrols and personnel in the facilities can monitor selected sirens and report results to the CP.

5. Loss of Communication:

- 5.1. Impaired Communications. When a pyramid alert (actual or exercise) is initiated and communications are impaired, the CP will attempt to contact the Law Enforcement Desk Sergeant by any means available.
- 5.2. Communications Outage Procedures. When loss of telephone service or security considerations cause a "COMM OUT" situation, each unit will develop an ad hoc procedure for notification of its personnel using the most expedient means available given existing circumstances. Emergency actions take precedence.
- 5.3. Communications Outage Alert/ Recall. Law Enforcement personnel will go to the CP and pick up a list of personnel/agencies to be notified.
 - 5.3.1. A communications outage notifications letter is maintained at the CP with provisions to initiate pyramid alert notifications 1-4, pyramid START notifications 1-2, and DCG recall.
 - 5.3.2. After receiving the message and appropriate list from the CP, the Law Enforcement Desk Sergeant will:
 - 5.3.2.1. If the phones do not work, send vehicles (using motor pool vehicles and personnel if necessary) to notify persons and agencies specified on the appropriate list.
 - 5.3.2.2. Protection of a controlled area is an owner/user responsibility. When a single controller works within a controlled area and has to leave the area to initiate a recall, security forces will take appropriate action to protect that facility until the single controller returns to the facility.
- 5.4. During comm-out situations, pyramid alert/recall notifications should be grouped into geographic areas to enhance prompt contact. When possible, contact on-base personnel first, then expand notifications to the surrounding communities. The pyramid system is to be emphasized when making notifications; do not simply copy the telephone alert/recall roster. An example of a comm-out pyramid alert/recall roster is shown in **Attachment 3**.

6. Disaster Notification and Use of the Secondary Crash Network (SCN):

6.1. AFI 13-213, *Airfield Management*, governs the structure and use of the SCN. It states that use of the SCN is limited to critical aircraft and airfield information. Based on Vandenberg's primary mission, AFSPC has granted a waiver expanding that definition to any situation, which could pose a direct threat to life, limb or property.

6.2. AFI 13-213 directs Airfield Operations (30 OSS/DOJ) as the OPR for the SCN. Considering Airfield/Base Operations are not 24-hour control centers, AFSPC has authorized the 30 SW/CP to be an activating agency for the SCN. During airfield operating hours, Airfield Operations activates the SCN for those situations initiated by the primary crash net. The CP activates the SCN for all other situations addressed in this instruction. If an activating agency's equipment is inoperable, another agency should be requested to initiate the net. Base Operations has the authority during airfield operating hours to interrupt or pre-empt other usage of the SCN should an aircraft emergency occur. The CP or its alternate (should relocation occur) has sole authority to activate the SCN when Base Operations is closed.

6.3. SCN.

- 6.3.1. Personnel on-duty in each unit/agency equipped with SCN should immediately answer the SCN telephone. This telephone has priority over all other non-emergency telephone calls.
- 6.3.2. Stay on the line until told to hang up by the CP or Airfield Operations. After the second transmission of the message, the CP or Airfield Operations will release those stations that received a complete message. Stations having questions should stay on the net and will be polled by number to resolve questions.
- 6.3.3. Immediately relay the message as required. Each agency receiving such notification must assess its applicability and determine required actions.
- 6.3.4. Remove SCN procedures (**Attachment 5** and **Attachment 6**) and place them near the SCN instrument for review by users.
- 6.4. 30 SWI 10-103, Base Flying Regulation, lists those units authorized on the SCN.
- 6.5. Use of unformatted instructions must be consistent with the intent of AFI 13-213 and the AFSPC waiver. Placing the DCG on standby for an operational requirement is authorized.
- 6.6. Pyramid Alert/Disaster Notification Sequence. **Attachment 2** shows the base pyramid alert/disaster notification sequence. Pyramid heads must have the names and phone numbers of the people below them in the pyramid. This precludes a break in the pyramid if one agency cannot be contacted. Pyramid heads must notify their commanders, other organizations as directed by this instruction, and then the rest of their organization.
- 6.7. Disaster Alert. The CP or Base Operations activates the SCN to alert disaster response forces of disasters or emergencies that require response per AFI 32-4001, *Disaster Preparedness Planning and Operations*. Disaster alerts may require immediate recall and activation of base disaster response forces.
- 7. Message Format and Checklists Procedures. Message formats are provided in Attachment 7. Units/agencies should remove alert message formats from this instruction and place them in a checklist binder. Place specific checklists, geared to the needs of each unit/agency, opposite each format and indicate required actions. Checklist content for exercise messages is the same as actual messages and is provided in Attachment 16 to Attachment 24.
- **8.** Personnel Control Center (PCC). The Chief, Military Personnel Flight, establishes the PCC and designates sufficient primary and alternate personnel to fully man the PCC during alerts and exercise alerts.

9. Unit Control Centers (UCC). All AFSPC and tenant unit commanders must designate, in writing, sufficient primary and secondary personnel to fulfill the reporting requirements for strength reporting (**Paragraph 10.1.**). A copy of the written designation must be provided to 30th Mission Support Squadron Readiness Section (30 MSS/DPMDX), Bldg. 11777, Room C110, 1031 California Blvd., Vandenberg AFB CA 93437. When names are removed from UCC team listings, the names of replacements must be submitted in writing to 30 MSS/DPMDX NLT five days before replacement/removal action.

10. Personnel Strength Reporting Procedures:

10.1. Unit Control Centers (UCC). The following units must establish UCCs (or equivalent centers) to record strength figures from within their units and relay this information to the PCC.

Units are: 30th Mission Support Squadron (30 MSS), 30th Medical Group (30 MDG), 30th Civil Engineering Group (30 CES), 30th Maintenance Squadron (30 MXS), 30th Operations Support Squadron (30 OSS), 30th Security Forces Squadron (30 SFS), and 30th Communications Squadron (30 CS), 30th Transportation Squadron (30 TRNS), 576 Flight Test Squadron (576 FLTS). Det 9 Space Missile Systems Center (Det 9 SMC), and 381 Training Group (381 TRG). 30th Mission Support Squadron Orderly Room (30 MSS/CCQ) takes figures from 30 SW, 14 AF, and Det 1, 22 Space Operations Squadron (Det 1, 22 SOPS) for consolidation and relay to PCC. Units should use the recall reporting worksheet and units daily strength report (PCNN130100) in computing their strength data. Strength reports are required not later than the following times:

Pyramid Alert Reference Hour Plus:

1 hour 15 minutes

3 hours 15 minutes

12 hour intervals until 100% has been reported, or until instructed to terminate reporting by the PCC.

NOTE: The PCC will relay strength figures to their respective CSS representative (local recalls) the CSS Asst. Team Chief will report to the wing strength figures to the 14AF SOC console controllers at ext. 6-9951 (command-wide recalls only as required by AFSPCI 10-207, AFSPC Alert Notification Procedures) NLT 1 hour 30 minutes, 3 hours 30 minutes after reference hour and at 12 hour intervals as required.

- 10.2. Alternate Notification. In the event the primary PCC cannot be reached by phone, immediately call the alternate PCC. If there is no answer, assume a communications outage. Dispatch a runner to the primary PCC with strength report data. If the building has been destroyed, the runner must report to the alternate PCC.
- 10.3. Tenant Units. Tenant units must also appoint primary/alternate members to UCCs. 30 SW assumes control of tenant units when directed by USAF during alerts. Reporting procedures are the same as **Paragraph 10.1.** and **Paragraph 10.2.** Reporting procedures begin when 30 SW assumes operational control of tenant units.
- 10.4. Strength Reporting. In the event the "Take Shelter" signal is given, strength reporting is assumed by shelter management teams. Reports are made to the CSS via conference nets as outlined in 30 SW OPLAN 32-1.

11. Procedures for the Recall of Personnel from Leave and TDY:

- 11.1. Recall Procedures. Recall lists are prepared by each commander. Recall messages are made IAW preset alert notification on **Attachment 4.** These alert notifications must be included on the back of unit recall list.
- 11.2. Military Personnel Flight (MPF) PCC is the sole agency to deliver messages to the communications center. The message date-time-group and releaser information is left blank for signature of the personnel official. Recall messages and lists must be accomplished as soon as possible, but not later than reference hour plus 2:50. Recall messages and lists are dispatched to the PCC or the alternate PCC (**Paragraph 11.1.**) for personnel on leave, TDY, or in travel status outside the local area (such as VAFB, Lompoc, Santa Maria, and Orcutt). Formats are contained in **Attachment 7 to Attachment 15** and **Attachment 16 to Attachment 24**. Personnel within the local area are recalled by telephone or by runner from their unit of assignment.

NOTE: If SARAH LITE is used, message hard copy must be provided to the PCC NLT R+2 hours 45 min. (Copies of SARAH LITE for WindowsTM can be obtained through the base communication center bldg. 12000 Ext. 6-7198)

12. Staff Assistance and Inspection Team Visits. The 30 SW Command Section must be notified of any team (military, DOD, or civilian) visiting subordinate/tenant units. Inspection teams and staff assistance teams visiting subordinate/tenant units are primarily accommodated by that unit. When the team arrives, the 30 SW/CP must be notified immediately of:

Type of team.

Team chief's name and rank.

Number of team members.

Unit being visited.

Actual arrival time of the team.

Critique time.

Estimated time of departure

For USAF Inspector General teams only, the project number.

RICKY S. WILLIS, Lt Col, USAF Chief, Command Control

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 13-213, Airfield Management

AFI 32-4001, Disaster Preparedness Planning and Operations

AFI 37-132, Air Force Privacy Act Program

SR 55-13, AFSPC Alert Notification Procedures

30 SWI 13-101, Base Flying and Flightline Driving Instruction Plan

30 SW OPLAN 32-1. Disaster Preparedness Operational Plan

30 SW OPLAN 31-101, Installation Security Plan

Abbreviations and Acronyms

AFI—Air Force Instruction

AFSPC—Air Force Space Command

CA—California

CSS—Contingency Support Staff

CP—Command Post

DCG—Disaster Control Group

E. O.—Executive Order

MPF—Military Personnel Flight

NAF—Numbered Air Force

NLT—No Later Than

OPLAN—Operations Plan

OPR—Office of Primary Responsibility

PA—Public Affairs

PCC—Primary Control Center

SCN—Secondary Crash Net

SR—Air Force Space Command Regulation

TDY—Temporary Duty

VAFB—Vandenberg Air Force Base

UCC—Unit Control Center

USC—United States Code

VICTOR—Vandenberg Integrated Communications Telephonic Evacuation Routes

Terms

30 SW/CP—Provides command and control for the 14 Air Force Commander, 30 Space Wing Commander, senior staff and tenant organization commanders on base. The Vandenberg Air Force Base (VAFB) Command Post is located in Bldg 10577, Room B-204.

Air Force Space Command (AFSPC) Alert—This is the notification and/or recalling of people for actual AFSPC alert.

AFSPC Alert Exercise—This is the notification and/or recalling of people for an AFSPC or 30 SW directed exercise.

Battle Staff—Group composed of the wing commander and senior staff implementing wartime and disaster operation plans.

Battle Staff Recall——The assembly of the 30 Space Wing Battle Staff in the 30 SW/CP.

Communications Test of the Pyramid Notification System——A telephonic test of the pyramid alert procedures.

COMM OUT—Communication impairment causing one or more systems to be non-operational requiring alternate methods of pyramid alerting.

Contingency Staff Support (CSS)——The staff designated to support the battle staff and/or Disaster Control Group (DCG). Whenever the Battle Staff and/or DCG forms, the appropriate CSS members will report to 30 SW/CP.

Disaster Alert—Notification and/or recalling of Disaster Response Force members for a disaster, potential disaster, or exercise.

NUDET Advisory—Nuclear Detonation Advisory.

Non-AFSPC Alert——This is the notification and/or recall of tenant and non-AFSPC units when their higher headquarters directs alert.

Non-AFSPC Alert Exercise—This is the notification and/or recall of tenant and non-AFSPC units when their higher headquarters directs exercise alert.

Pyramid Heads—(—see **Attachment 2**) Those organizations listed in this attachment are responsible for maintaining their own pyramid alert rosters.

Recall Hour—The local time the recall began.

SARAH LITE—Message format system used to electronically transmit messages.

VICTOR SYSTEM—Provides Security Forces Central Security Control a means to rapidly notify personnel in facilities on south Vandenberg to evacuate during emergencies.

PYRAMID ALERT NOTIFICATIONS

- **A2.1.** 1The command post will notify the following agencies:
 - a.30 SW/CC
 - b.30 SW/CCE
 - c.14 AF/SOC
 - d.30 OG/CC
 - e.30 SPTG/CC
 - f.30 CES/CC
 - g.30 CS/CC
 - h.30 LG/CC
 - i.Central Security Control (30 SFS)
 - j.Emergency Room (30 MDG)
 - k.Det 9 SMC/CC (AFMC)
 - 1.576 FLTS/TMOO
 - m.381 TRG/CC (AETC)
 - n.Det 1, 22 SOPS/CC
 - o. Area Defense Council (ADC)
- **A2.2.** In addition to assigned units, the following specific agencies will make the additional notifications:
 - a.30 OG will notify:
 - 1. Army Field Office
 - 2. NASA
 - b.30 LG will notify:
 - 1. DRMO
 - 2.GSA
 - 3. Defense Contract Audit Agency
 - c.30 SPTG will notify:
 - 1. Defense Commissary Agency
 - 2.AAFES
 - 3.AF Labor Relations
 - 4.AF Audit Agency
 - 5.Defense Printing Service
 - d. 30 CES will notify:
 - 1. Army Corps of Engineers

- 2.DMAAC/GGD
- e.576 FLTS/TMOO will notify:
 - 1.Ogden ALC Operating Location (OO-ALC/OL) AFMC
 - 2.Energy Mgt Lab
 - 3.AFOTEC
- f.CSC will notify:
 - 1.AFOSI
 - 2.DIS
- g. Det 9/SMC (AFMC) will notify:
 - 1.SMC/MEF (AFMC)
 - 2.SMC/DEC (AFMC)

GENERAL RECALL ROSTER INSTRUCTIONS

A3.1. This attachment may be used as an example for recall roster construction.

30 SW Command Post 734-8232

date

Office 734-8232

ext 6-9961

ext X-XXXX

Recall Initiator

Pyramid Head

(Commander or designated representative of recall information)

Section H	lead	S	Section Hea	d	Section	Head
Section	Section	Section	Section	Section	Section	Section
Member	Member	Member	Member	Member	Member	Member

- **A3.2.** In this example, the Pyramid Head only notifies Section Heads. It is also possible for a branch to be extended sideways from the Pyramid Head indicating another notification such as a Unit Exec or a follow-on organization notification. If the base notifications flow chart indicates such a follow-on notification requirement, it is recommended that the Pyramid Head make the call so that timely notification is ensured. Pertinent information such as home telephone numbers and addresses must be included.
- **A3.3.** The individuals responsible for reporting information to UCCs should be identified as well as the telephone number of the appropriate UCC.
- **A3.4.** The reverse of this form must contain recall information and the standard statements found on **Attachment 4** of this instruction.
- **A3.5.** Recall procedures for "comm-out" should include street addresses and be configured in a logical order to prevent needless travel.
- **A3.6.** Copies of unit recall rosters will be sent to the following:

Each member of the unit

The recall initiator

Any follow-on units that require notification

The Command Post (30 SW/CP)

PYRAMID ALERT RECALL PROCEDURES

General Instructions:

- **A4.1.** Carry a copy of this roster on your person and respond immediately to recall notification.
- **A4.2.** Upon notification, contact the next person on the recall roster. Relay all information received, exactly as received. If you can't contact a person, you are responsible for making their notifications.
- **A4.3.** The last individual contacted is responsible for notifying the UCC, or strength monitor, of the names of those personnel not contacted. The first person to arrive in the duty section will start a sign-in log to record the time each person arrives at the duty section
- **A4.4.** For exercise alert notifications using formats 2 and 4 (when reporting to any duty section isn't required), the last individual making recall notifications in the pyramid must report the time they were contacted to their unit strength report monitor not later than 0830 the first normal duty day following the exercise.
- **A4.5.** For most notifications, specify only the format number, appropriate instructions, and the recall hour. In all cases, RELAY INFORMATION EXACTLY AS RECEIVED.
- **A4.6.** For START notifications, all personnel with START responsibilities will follow their time line of actions and reporting by START Compliance Plan, Annex U.

ALERT NOTIFICATION #1: This is a pyramid alert. Complete your pyramid alert notifications and report to your duty stations immediately. Primary and Alternate Battle Staff (BS) and Contingency Support Staff (CSS) members will report to the command post immediately upon notification. Recall hour:

______ local. Note: After making the required notification(s), personnel will report to their duty sections in the appropriate uniform (Do not delay for personal grooming, meals etc.).

ALERT NOTIFICATION #2: This is a pyramid alert. Complete your pyramid alert notifications and
remain on telephone alert until released. *(Primary and Alternate battle staff members report to the com
mand post immediately) Recall hour: local.
ALERT NOTIFICATION #3: This is a recall of the battle staff contingency support staff only. Primary
alternate battle staff and contingency support staff members report to the command post immediately.
Recall hours local

ALERT NOTIFICATION #4: This is a pyramid alert. (special instructions, copy information and complete your pyramid notifications, all personnel will follow instruction(s) contained within the notification).

START NOTIFICATION #1: This is a pyramid alert. The on-site inspection team has declared intent to inspect Vandenberg AFB. Estimated arrival is ______ (date) at ______ (local time). Complete your pyramid alert notifications. The uniform will be battle dress and hat during this inspection. Key personnel will convene for the wing ready review in the command post three (3) hours prior to on-site inspection team arrival.

START NOTIFICATION #2: This is a pyramid alert. The on-site inspection team has departed VAFB. Complete your pyramid alert notification.

USED AS REQUIRED

SCN CHART

A5.1. The Command Post/Base Operations will notify the following agencies via the SCN:

30 SW/CP

Airfield Management (DUTY HOURS)

30 MDG (Emergency Room)

Fire Department

30 CES/CEB (Readiness) (DUTY HOURS)

30 CS (Job Control)

30 WS

CSC

Law Enforcement Desk

576 FLTS/TMOO

30 CES/DCC

76 HF (DUTY HOURS)

30 SW/SE (DUTY HOURS)

30 SVS (DUTY HOURS)

Fuels (DUTY HOURS)

A5.2. In addition to assigned units, the following agencies will make the following secondary notifications:

30 SW/CP will notify Fuels.

30 MDG will notify 30 SVS.

576 FLTS/TMOO will notify 30 TRNS/LGTT.

30 CES/DCC will notify:

- (1) 30 CES/CEB
- (2) 30 CES/CEVC
- (3) 30 CES/CED

30th Security Forces will notify:

- (1) 30 SW/HC
- (2) 30 SW/JA
- (3) 30 SW/SE

(4) 30 SW/PA

30 CS will notify Video/Still documentation teams

SCN PROCEDURES

REMOVE AND PLACE NEAR SCN INSTRUMENT FOR USE BY ALL SUBSCRIBERS

Because of the importance and time-sensitive nature of information that is passed on the SCN, all users will follow these procedures:

- **A6.1.** Answer the SCN as quickly as possible so information can be passed as quickly as possible.
- **A6.2.** Do not use press-to-talk button on the phone unless you want to talk. Pressing the button while listening allows outside noise to enter the net, thus reducing its quality.
- **A6.3.** Do not talk or ask questions on the net until all stations are polled.
- **A6.4.** Remain on the net until released by controlling station. When directed to release by controlling station, hang up phone unless you have questions.
- **A6.5.** Once you hang up the SCN phone, you cannot pick it up and regain access to the net. Your phone will remain dead until the net is re-initiated.

REMOVE AND PLACE NEAR SCN INSTRUMENT FOR USE BY ALL SUBSCRIBERS

SCN ALERT MESSAGE FORMAT AIRCRAFT EMERGENCY ALERT MESSAGE NUMBER 1

THIS IS (BASE OPERATIONS) (COMMAND POST). PREPARE TO COPY ALERT MESSAGE NUMBER 1.

1.	THIS IS AN AIRCRAFT (IN-FLIGHT)(GROUND) EMERGENCY.
2.	CALL SIGN
3.	TYPE OF AIRCRAFT
4.	NATURE OF EMERGENCY
5.	ETA
6.	FUEL ON BOARD
7.	SOULS ON BOARD
8.	RUNWAY
9.	CURRENT WINDS
10	. TYPE OF CARGO
11	. NET EXPLOSIVE WT
12	LOCATION/CRID COORDINATES

13.	ENTRY CONTROL POINT _	
1.4	REMARKS	
14.	KEWAKKS	

15. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 10-105, ${\bf Attachment~5}.$

I REPEAT ...

SCN ALERT MESSAGE FORMAT POTENTIAL/ACTUAL DISASTER

ALERT MESSAGE NUMBER 2

THIS IS THE (COMMAND POST)(BASE OPERATIONS). PREPARE TO COPY ALERT MESSAGE NUMBER 2.

THERE IS A POTENTIAL/ACTUAL DISASTER (ON BASE) (OFF BASE).
LOCATION
GRID COORD
DESCRIPTION
NUCLEAR WEAPON
TOXIC PROPELLANTS/AGENTS
SURFACE WINDS DEGREES ATKNOTS. AZIMUTH
EGREES (CLOCKWISE) TO DEGREES. DISTANCE FT.
INJURIES
THE BATTLE STAFF:

I REPEAT...

a.	HAS B	EEN A	ACTIVATEI	O, YOU	WILL	BE AD	VISED	WHE	N IT I	S OPER	ATING.	30 SW	OPL <i>A</i>	N
32	2-1, <i>DIS</i> 2	<i>ASTER</i>	PREPARE	ONESS	OPERA	ATIONS	S PLAN,	HAS 1	BEEN	IMPLE	MENTE	D.		

b.	HAS	S NOT BE	EN ACT	TIVATED.	30 SW	OPLAN 32-	l, <i>DISASTER</i>	PREPAREDNI	ESS OPE	ERATIONS
PI	LAN.	HAS NOT	BEEN	IMPLEM	ENTED					

(OVER) ALERT MESSAGE NUMBER 2 (CONT)
10. NOTIFICATIONS:
a. NON-DUTY HOUR NOTIFICATIONS ARE NOT REQUIRED.
b. NON-DUTY HOUR NOTIFICATIONS ARE REQUIRED.
c. NON-DUTY HOUR NOTIFICATIONS REQUIRED FOR THE FOLLOWING
AGENCIES ONLY:
11. REMARKS:
12. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 10-105, Attachment 5 .

SCN ALERT MESSAGE FORMAT MISSILE POTENTIAL HAZARD

ALERT MESSAGE NUMBER 3

THIS IS THE COMMAND POST. PREPARE TO COPY ALERT MESSAGE NUMBER	3.	THERE IS
A MISSILE POTENTIAL HAZARD. I REPEAT		
1. LOCATION		

2. GRID COORD		
3. DESCRIPTION	 	

4. NUCLEAR WEAPON	
-	

5.	TOXIC PROPELLANTS/AGENTS	

C GLIDEL GE WINDG		
6 STIDEATE WINDS	FACE WINDS	6

7. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 10-105, $\bf Attachment~5$

I REPEAT ...

SCN ALERT MESSAGE FORMAT COVERED WAGON

ALERT MESSAGE NUMBER 4		
THIS IS THE COMMAND POST. PREF	PARE TO COPY ALERT MESSA	GE NUMBER 4.
1. A COVERED WAGON HAS BEEN I	DECLARED.	
2. NATURE OF SABOTAGE ACT(S): _	<u>.</u>	
3. THREATCON (A) (B) (C) (D) OF 30 YOUR AREA.	SW OPLAN 207 HAS BEEN IMF	LEMENTED SECURE

4. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 10-105, **Attachment 5**

I REPEAT ...

(OVER)

ALERT MESSAGE NUMBER 4 (CONT)

TERMS:

THREATCON ALPHA—GENERAL WARNING OF POSSIBLE TERRORIST ACTIVITY

THREATCON BRAVO—INCREASED AND MORE PREDICTABLE THREAT OF TERRORIST ACTIVITY

THREATCON CHARLIE—TERRORIST ACTION IS IMMINENT

THREATCON DELTA—TERRORIST ATTACK HAS OCCURRED

SCN ALERT MESSAGE FORMAT THREATCON IMPLEMENTATION

ALERT MESSAGE NUMBER 5

THIS IS THE COMMAND POST. PREPARE TO COPY ALERT MESSAGE NUMBER 5.
1 HAS
(DECLARING AUTHORITY)
(IMPLEMENTED) (TERMINATED) THREATCON (A) (B) (C) (D) OF 30 SW OPLAN 207 EFFECTIVE L.
2. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 10-105, Attachment 5 .
I REPEAT
TERMS:
THREATCON ALPHA—GENERAL WARNING OF POSSIBLE TERRORIST ACTIVITY
THREATCON BRAVO—INCREASED AND MORE PREDICTABLE THREAT OF TERRORIST ACTIVITY
THREATCON CHARLIE—TERRORIST ACTION IS IMMINENT
THREATCON DELTA—TERRORIST ATTACK HAS OCCURRED

SCN ALERT MESSAGE FORMAT ACTUAL ATTACK WARNING

ALERT MESSAGE NUMBER 6

THIS IS THE COMMAND POST. PREPARE TO COPY ALERT MESSAGE NUMBER 6.

- 1. THIS IS AN ACTUAL ATTACK WARNING.
- 2. ALL PERSONNEL NOT IN SHELTERS, TAKE SHELTER IMMEDIATELY. PASS TO ALL PERSONNEL.
- 3. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 10-105, **Attachment 5**

I REPEAT...

SCN ALERT MESSAGE FORMAT ACTUAL NUCLEAR DETONATION (NUDET) ADVISORY

ALERT MESSAGE NUMBER 7

THIS IS THE COMMAND POST. PREPARE TO COPY ALERT MESSAGE NUMBER	R 7.
1. THIS IS AN ACTUAL NUDET ADVISORY.	
2. A (SURFACE) (AIR) BURST HAS BEEN REPORTED AT LOCATION:	
3. SITUATION:	
4. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCO	ORDANCE
I REPEAT	

SCN ALERT MESSAGE FORMAT UNFORMATTED INSTRUCTIONS

ALERT MESSAGE NUMBER 8

THIS IS THE ((COMMAND POST)	(BASE OPERATIONS).	PREPARE TO COPY	ALERT	MESSAGE
NUMBER 8.					

1. PERTINENT INFORMATION AS FOLLOWS:	
2. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED WITH 30 SWI 10-105, Attachment 5	IN ACCORDANCE
I REPEAT	

SCN ALERT MESSAGE FORMAT OPERATIONAL HAZARD CORRIDOR FORECAST

ALERT MESSAGE 9

THIS IS THE (COMMAND POST) (BASE OPERATIONS). PREPARE TO COPY ALERT MESSAGE NUMBER 9.

TEM 1	LOCATION
	LOCATION
ГЕМ 2	
	VALID TIME LOCAL
TEM 3 WII	NDS FROM: DEGREES AT KNOTS
ΓEM 4	AZIMUTH (CLOCKWISE)
ГЕМ 5	
	TOXIC PROPELLANT/AGENT
ГЕМ 6	
ACTUAI RATE	L/POTENTIAL WETTED AREA AND/OR ACTUAL/POTENTIAL FLOW
MHL	
ГЕМ 7	DISTANCE IN FEET
	ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDAN VI 10-105, Attachment 5

SCN ALERT EXERCISE FORMAT AIRCRAFT EMERGENCY EXERCISE

EXERCISE EXERCISE EXERCISE EXERCISE EXERCISE SCN ALERT EXERCISE FORMAT AIRCRAFT EMERGENCY EXERCISE

1. THIS IS AN AIRCRAFT EXERCISE (IN-FLIGHT) (GROUND) EMERGENCY.

EXERCISE MESSAGE ALPHA

THIS IS THE (COMMAND POST) (BASE OPERATIONS). PREPARE TO COPY EXERCISE MESSAGE ALPHA.

2. CALL SIGN	
3. TYPE OF AIRCRAFT	
4. NATURE OF EMERGENCY	_
	_
5. ETA	-
6. FUEL ON BOARD	-
7. SOULS ON BOARD	
8. RUNWAY	
9. CURRENT WINDS	
10. TYPE OF CARGO	

I REPEAT

11. NET EXPLOSIVE WT	
12. LOCATION/GRID COORDINATES	
13. ENTRY CONTROL POINT	
14. REMARKS	
ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACC30 SWI 10-105, Attachment 5 . (OVER)	CORDANCE WITH
16. THIS IS AN EXERCISE.	

SCN ALERT EXERCISE FORMAT POTENTIAL DISASTER EXERCISE

EXERCISE EXERCISE EXERCISE EXERCISE EXERCISE

SCN ALERT EXERCISE FORMAT POTENTIAL DISASTER EXERCISE

EXERCISE MESSAGE BRAVO

THIS IS THE (COMMAND POST) (BASE OPERATIONS). PREPARE TO COPY EXERCISE MESSAGE BRAVO.

1.	THIS IS AN EXERCISE (POTENTIAL) DISASTER (ON BASE)(OFF BASE).
2.	LOCATION
3.	GRID COORD
4.	DESCRIPTION
5.	NUCLEAR WEAPON
6.	TOXIC PROPELLANTS/AGENTS
7.	SURFACE WINDS DEGREES ATKNOTS. AZIMUTH
DI	EGREES (CLOCKWISE) TO DEGREES. DISTANCE FT.

8. INJURIES
9. THE BATTLE STAFF:
a. HAS BEEN ACTIVATED. YOU WILL BE ADVISED WHEN IT IS OPERATING. 30 SW OPLAN 32-1, <i>DISASTER PREPAREDNESS OPERATIONS PLAN</i> , HAS BEEN IMPLEMENTED.
b. HAS NOT BEEN ACTIVATED. 30 SW OPLAN 32-1, <i>DISASTER PREPAREDNESS OPERATIONS PLAN</i> , HAS NOT BEEN IMPLEMENTED.
(OVER) EXERCISE MESSAGE BRAVO (CONT)
10. NOTIFICATIONS:
a. NON-DUTY HOUR NOTIFICATIONS NOT REQUIRED
b. NON-DUTY HOUR NOTIFICATIONS ARE REQUIRED
c. NON-DUTY HOUR NOTIFICATIONS REQUIRED FOR THE FOLLOWING
AGENCIES ONLY:
11. REMARKS:

12. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 10-105, **Attachment 5**

13. THIS IS AN EXERCISE.

I REPEAT...

SCN ALERT EXERCISE FORMAT MISSILE POTENTIAL HAZARD EXERCISE

EXERCISE EXERCISE EXERCISE EXERCISE EXERCISE

SCN ALERT EXERCISE FORMAT MISSILE POTENTIAL HAZARD EXERCISE

EXERCISE MESSAGE CHARLIE

THIS IS THE (COMMAND POST) (BASE OPERATIONS). PREPARE TO COPY EXERCISE MESSAGE CHARLIE. THIS IS A MISSILE POTENTIAL HAZARD EXERCISE.

1. LOCATION	
2. GRID COORD	
3. DESCRIPTION	
4. NUCLEAR WEAPON	
5. TOXIC PROPELLANTS/AGENTS	
6. SURFACE WINDS	
7. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 10-105, Attachment 5 .	
8. THIS IS AN EXERCISE	
I REPEAT	

SCN ALERT EXERCISE FORMAT COVERED WAGON EXERCISE

EXERCISE EXERCISE EXERCISE EXERCISE EXERCISE

SCN ALERT EXERCISE FORMAT COVERED WAGON EXERCISE

EXERCISE MESSAGE DELTA

- 3. THREATCON (A) (B) (C) (D) OF 30 SW OPLAN 207 HAS BEEN IMPLEMENTED. SECURE YOUR AREA.
- 4. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 10-105, **Attachment 5**.
- 5. THIS IS AN EXERCISE.

I REPEAT . . .

(OVER)

EXERCISE MESSAGE DELTA (CONT)

TERMS:

THREATCON ALPHA— GENERAL WARNING OF POSSIBLE TERRORIST ACTIVITY

THREATCON BRAVO—INCREASED AND MORE PREDICTABLE THREAT OF TERRORIST ACTIVITY

THREATCON CHARLIE—TERRORIST ACTION IS IMMINENT THREATCON DELTA—TERRORIST ATTACK HAS OCCURRED

SCN ALERT EXERCISE FORMAT EMERGENCY THREATCON IMPLEMENTATION EXERCISE

EXERCISE EXERCISE EXERCISE EXERCISE EXERCISE

SCN ALERT EXERCISE FORMAT

EMERGENCY THREATCON IMPLEMENTATION EXERCISE

EXERCISE MESSAGE ECHO

THIS IS THE (COMMAND POST) (BASE OPERATIONS). PREPARE TO COPY EXERCISE MESSAGE ECHO.
1HAS
(DECLARING AUTHORITY)
(TERMINATED) (IMPLEMENTED) EXERCISE THREATCON (A) (B) (C) (D) OF 30 SW OPLAND 207 EFFECTIVE L. THIS IS AN EXERCISE.
2. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 10-105, Attachment 5 .
4. THIS IS AN EXERCISE.
I REPEAT
TERMS:
THREATCON ALPHA—GENERAL WARNING OF POSSIBLE TERRORIST ACTIVITY
THREATCON BRAVO—INCREASED AND MORE PREDICTABLE THREAT OF TERRORIST

THREATCON CHARLIE—TERRORIST ACTION IS IMMINENT

THREATCON DELTA—TERRORIST ATTACK HAS OCCURRED

SCN ALERT EXERCISE FORMAT ATTACK WARNING EXERCISE

EXERCISE EXERCISE EXERCISE EXERCISE EXERCISE

SCN ALERT EXERCISE FORMAT ATTACK WARNING EXERCISE

EXERCISE MESSAGE FOXTROT

THIS IS THE (COMMAND POST) (BASE OPERATIONS). PREPARE TO COPY EXERCISE MESSAGE FOXTROT.

- 1. THIS IS AN EXERCISE ATTACK WARNING.
- 2. ALL PERSONNEL NOT IN SHELTERS, (SIMULATE TAKING) (TAKE) SHELTERS IMMEDIATELY. PASS TO ALL PERSONNEL.
- 3. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 10-105, **Attachment 5**.
- 4. THIS IS AN EXERCISE.

I REPEAT ...

SCN ALERT EXERCISE FORMAT NUCLEAR DETONATION (NUDET) ADVISORY EXERCISE

EXERCISE EXERCISE EXERCISE EXERCISE EXERCISE

SCN ALERT EXERCISE FORMAT NUCLEAR DETONATION (NUDET) ADVISORY EXERCISE

EXERCISE MESSAGE GOLF

SAGE GOLF.
1. THIS IS AN EXERCISE NUDET ADVISORY.
2. A (SURFACE) (AIR) BURST HAS BEEN REPORTED AT LOCATION:
3. SITUATION:

4. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 10-105, **Attachment 5**.

5. THIS IS AN EXERCISE.

I REPEAT ...

SCN ALERT EXERCISE FORMAT NUCLEAR DETONATION (NUDET) ADVISORY EXERCISE

EXERCISE EXERCISE EXERCISE EXERCISE EXERCISE

SCN ALERT EXERCISE FORMAT UNFORMATTED INSTRUCTIONS EXERCISE

EXERCISE MESSAGE HOTEL

THIS IS THE (COMMAND POST) (BASE OPERATIONS). PREPARE TO COPY EXERCISE MESSAGE HOTEL.
1. PERTINENT INFORMATION AS FOLLOWS:
2. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 10-105, Attachment 5 .
3. THIS IS AN EXERCISE.
I REPEAT

SCN ALERT EXERCISE FORMAT OPERATIONAL HAZARD CORRIDOR FORECAST EXERCISE

EXERCISE EXERCISE EXERCISE EXERCISE EXERCISE

SCN ALERT EXERCISE FORMAT

OPERATIONAL HAZARD CORRIDOR FORECAST EXERCISE

EXERCISE MESSAGE INDIA

THIS IS THE (COMMAND POST) (BASE OPERATIONS). PREPARE TO COPY EXERCISE MESSAGE INDIA.

THIS IS AN EXERCISE (TOXIC) (OPERATIONAL) HAZARD CORRIDOR FORECAST.	
EM 1	
LOCATION	
TEM 2	
VALID TIME LOCAL	
TEM 3 WINDS DEGREES ATKNOTS	
TEM 4 AZIMUTH (CLOCKWISE)	
TEM 5	
TOXIC PROPELLANT/AGENT	
TEM 6	
ACTUAL/POTENTIAL WETTED AREA AND/OR ACTUAL/POTENTIAL FLOW	
RATE	

ITEM 7
DISTANCE IN FEET
2. ENSURE ALL SECONDARY NOTIFICATIONS ARE ACCOMPLISHED IN ACCORDANCE WITH 30 SWI 10-105, Attachment 5 .
3. THIS IS AN EXERCISE.
I REPEAT